



*enabling positive actions through sustainable resource use*

## **HEALTH AND SAFETY POLICY**

*The Health and Safety at Work Act 1974 imposes a statutory duty on employers to ensure in so far as is reasonably practicable the health and safety of their employees whilst at work. This duty also extends to others who may be affected by that work. For the purposes of this policy employees includes paid staff and volunteers.*

*Employees also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.*

### **Our statement of general policy is:**

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

### **Responsibilities:**

Overall and final responsibility for health and safety is that of the Co-ordinator. All employees have to:

- Co-operate on health and safety matters,
- Not interfere with anything provided to safeguard their health and safety,
- Take reasonable care of their own health and safety and report all health and safety concerns to an appropriate person (as detailed in this policy statement).

**Risk assessments** will be undertaken by the Health and Safety Officer. The findings of the risk assessments will be reported to the Co-ordinator. Action required to remove/control risks will be approved by the Co-ordinator. The Health and Safety Officer will be responsible for ensuring the action required is implemented. Assessments will be reviewed annually, or when the work activity changes, whichever is soonest.

### **Consultation with employees**

Consultation with employees is provided through team meetings.

## **Training**

Employees should receive training in the four health and safety areas as follows:

- Induction training
- Health and Safety policy and procedures
- Fire precautions and procedures
- Use of equipment and safe systems of work as is relevant to their work.

The Co-ordinator will keep a record, which will be updated as necessary.

All members of staff have a responsibility for identifying safety training as required.

## **Accidents, first aid and work-related ill health**

The first aid boxes are kept in the CWA office. The appointed person/first aiders are: Matthew Spittle and Lally Henty.

All accidents, near misses and cases of work-related ill health are to be recorded in the accident book.

The Health and Safety Officer is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (certain types of accidents and ill health at work must be reported using Form 2508A).

## **Electrical Safety**

The Electricity at Work Regulations 1989 place a duty on CWA and its employees to ensure that electrical items are only used for their intended purpose in a safe and proper manner.

Staff or volunteers should report any of the following immediately:

- ◆ Worn, frayed or exposed wires;
- ◆ Cracked or damaged casings;
- ◆ Equipment that appears to be over heating;
- ◆ Defective or sloppy fitting sockets, plugs, connectors or switches;
- ◆ Equipment that has been dropped or damaged;
- ◆ Trailing cables that present a tripping hazard.

Staff should never:

- ◆ Attempt to tamper with any electrical equipment;
- ◆ Change plugs or fuses without prior permission from their line manager;
- ◆ Provide additional power point outlets by linking multi-blocks and extension leads;
- ◆ Bring into the office or use any equipment or appliance that has not been officially provided.

Approximately 25% of all reportable electrical accidents involve portable appliances. The majority of these accidents are caused by electric shock, but others result in burns from arcing or fire. Portable electrical appliances can be defined as electrical equipment with a plug and lead that can be easily moved around, although this does extend to items such as computers, fax machines and photocopiers which are less easily moveable.

Although not a legal requirement, it is recommended that all portable electrical equipment is to be subject to an annual examination by a competent electrician and a record maintained of the examination.

## **Manual Handling**

Most employees will, at some time, be required to lift and carry loads. This is not normally a problem if the individual can comfortably lift/carry the load and it is only for a short period or distance. **All manual handling activities that involve a risk of injury are to be avoided. If there is any doubt whatsoever staff are not to carry or lift loads.**

CWA does not expect staff/volunteers to lift or carry loads in excess of their ability. As everybody has a different perception of how heavy a load they are able to comfortably lift/carry, each person will need to determine if they are able to lift/carry the load without causing themselves injury.

Staff/volunteers who have to carry/lift loads in the normal course of their duties are to receive appropriate training. Office workers may be required to carry or move boxes of stationery, furniture or equipment.

## **Display Screen Equipment**

The Co-ordinator will take all reasonable steps to secure the health and safety of employees who work with display screen equipment; in particular an analysis of all workstations for the purpose of assessing risks such as musculo-skeletal discomfort, visual disturbance and mental stress. The Co-ordinator will ensure that any risks identified during this analysis are remedied as soon as possible.

The person responsible for health and safety is responsible for ensuring that staff receive appropriate training before they begin to work on display screen equipment and whenever the task significantly changes or the workstation is substantially modified. They are also to ensure that they give sufficient information, instruction and training as is necessary to safeguard the health and safety of employees who use display screen equipment.

All regular users of display equipment are entitled to an eye and eyesight test at intervals recommended by their optician. Where an employee experiences visual difficulties and has reason to believe that these may be caused by work with display screen equipment, CWA will offer an eye and eyesight test. The costs of eye and eyesight tests will be met by CWA, provided that the Co-ordinator has given prior approval for the test to be carried out.

Employees are to take adequate breaks away from display screen equipment, the purpose of which is to prevent the onset of fatigue. There is no prescribed frequency or duration of breaks from display screen equipment, however, where possible, users are to be given the discretion to decide the timing and extent of off-screen tasks. As a guide 5-10 minute breaks should be taken from display screen work every hour.

Display screen equipment has made a significant contribution to working life and can be used in complete safety where a few common-sense measures are taken. The three most important steps are to:

- ◆ Adjust furniture and equipment to suit your needs – do not adjust your own posture to suit the workstation;
- ◆ Avoid adopting a static posture and avoid prolonged display screen equipment work without a change of activity;
- ◆ Always report problems with your furniture, equipment or health as soon as they arise.

These provisions also apply to the use of laptops and to persons not in direct employment such as temporary staff and volunteers.

### **Premises**

Safety issues requiring immediate attention should be reported directly to the person responsible for Health and Safety (Lally Henty).

Periodic risk assessments of the office will be carried out and written down in accordance with the requirements of the 1999 Management of Health and Safety at Work Regulations.

### **Young Persons**

A young person is someone who has not reached 18 years of age. A child is someone who has not reached compulsory school leaving age.

CWA is aware of the additional risks that may follow a consequence of the employment of young persons and will take all measures necessary to minimise those risks so far as is reasonably practicable and to assess and document the additional risks and measures provided to ensure the health and safety of young persons. The Co-ordinator is responsible for ensuring that young persons are given the raised level of information, instruction, training and supervision required to enable them to work safely.

If any employee has concerns regarding young persons in the workplace they are to inform their line manager immediately. These concerns are to be investigated by the Co-ordinator as a matter of urgency.

CWA recognises that training, coupled with proper supervision, is particularly important for young persons because of their relative immaturity and unfamiliarity with the working environment.

An assessment should be made of the young person's ability and knowledge prior to training in order to ensure that appropriate training will be given to bring that young person up to an appropriate and acceptable level of suitable competence.

The following procedures should be followed to ensure the safety of young persons:

- ◆ Risk assessments undertaken on any process or procedure when performed by experienced adults should be reassessed in the light of the lack of experience of the young person;
- ◆ Additional training, instruction and supervision should be provided until the young person has demonstrated a satisfactory degree of competence;
- ◆ The young person should pay careful attention to the training provided and to the work they are required to carry out. Careful regard should be taken of any restrictions placed on the type of work that may be undertaken. All young persons should be properly supervised at all times when carrying out such work.

The following records should be kept with relation to young persons:

- ◆ Risk assessment records for the specific assessments relating to young people;
- ◆ Training and information given to young people with a record of the attainment of a satisfactory degree of competence;

- ◆ In the case of a young person under the minimum school leaving age, a record of the information should ideally be communicated to the parents.

### **Disabled Persons**

Most disabled employees neither need nor seek safety systems beyond those in place for the workforce generally. The Employment Medical Advisory Service of the Health and Safety Executive will assess and advise on health and safety concerns relating to individual employees where more complex problems arise.

In practice, CWA's duty of care extends to ensuring that disabled people are not exposed to workplace environments that are hazardous as a consequence of the particular disability.

The Disability Discrimination Act 1995 requires that where the employer makes any arrangements or where any physical feature of the premises places the disabled person at a substantial disadvantage compared to persons who are not disabled, the employer has a duty to take steps that are "reasonable in the circumstances" to prevent that physical feature or those arrangements having this particular effect.

The company's health and safety policy has been prepared to ensure a safe and healthy environment for all employees. It recognises that those employees who require extra equipment, facility or assistance, both routinely and in an emergency, will have such needs met.

CWA will ensure those newly appointed disabled employees and employees who become disabled receive specific information and training on all relevant matters of health and safety.

As a matter of good practice, CWA will ensure that the workforce generally is advised of any relevant health and safety issue that affects an individual disabled employee.

A disabled person's health and safety needs will be met provided that:

- ◆ The actual implications of the disability in the workplace have been assessed and understood;
- ◆ The workforce is encouraged and trained to recognise and respond to any health and safety implications arising from employing a disabled person;
- ◆ CWA is committed to employing disabled people on an open and fair basis because of the qualities and skills that they contribute to the workplace and the workforce.

### **Working Alone**

CWA has a responsibility for the health, safety and welfare at work of staff who work alone. **Similarly lone workers have a duty to take reasonable care of themselves** and to co-operate with their line manager in controlling the risk of solitary work.

The Company's detailed guidelines for personal protection and working alone are at Appendix A.

Once the risks to lone workers have been assessed, it is important that appropriate control measures are put in place to minimise those risks. Control

measures may include instruction, training and supervision. The Co-ordinator should check that control measures put in place are actually used and review the risks to lone workers on a regular basis to ensure the control measures are still adequate.

Lone workers should not give lifts or transport members of the public in their own cars.

When the risk assessment for lone workers shows that it is not possible for the work to be done safely by a lone worker, arrangements for providing help or back-up should be put in place by senior managers.

The HSE leaflet Working Alone in Safety should be given to all lone workers.

### **Mobile Phones**

The Road Traffic Act 1988 prohibits, with effect from 1 December 2003, the use of hand-held mobile phones by anyone driving a motor vehicle. A person may be regarded as "driving" a vehicle whilst the engine is running and the vehicle is stationary. It is an offence to:

- ◆ Speak or listen to a phone call;
- ◆ Use a device interactively for accessing any sort of data, including the internet;
- ◆ Send or receive text messages or other images, if the device used is held in the driver's hand during at least part of the period of its operation.

The regulation does not prevent a driver carrying a hand-held phone in a vehicle or require the phone to be switched off. It is possible therefore to use a hand-held mobile phone to receive data when it is in a vehicle, provided that the driver is not holding it. Hands-free mobile phones, which are not held at any time during use, are not included in the new regulation.

Passengers are able to use a hand-held mobile phone but must not be holding it for the driver. Those accompanying learner drivers are viewed as being in control of the vehicle and are covered by the offence.

In view of this legislation **it is CWA policy that directors, staff and volunteers are prohibited from using mobile phones whilst driving on CWA business, this also includes the use of hands-free equipment whilst driving.**

The Co-ordinator should ensure that all current and new staff and volunteers are aware of this policy.

**Signed**  
**Guy Doncaster**  
**CWA Coordinator**

**Date**

## **Appendix A**

### **Guidelines for Personal Protection and Working Alone**

#### **General**

CWA has a responsibility for the health, safety and welfare at work of staff who work alone. CWA has a duty to assess the risks faced by employees or volunteers working alone. Similarly lone workers have a duty to take reasonable care of themselves and to co-operate with their line manager in controlling the risk of solitary work.

#### **Planning Work Arrangements**

Some of the issues that line managers and lone workers should consider when planning safe working arrangements are as follows:

- ◆ Does the workplace present a special risk to the lone worker?
- ◆ Is there a safe way in and out for one person?
- ◆ Is there a risk of violence?
- ◆ Are women especially at risk if they work alone?
- ◆ Are young workers especially at risk if they work alone?
- ◆ Is the person medically fit and suitable to work alone?
- ◆ What training is required to ensure competency in, for example, safety matters?
- ◆ How will the person be supervised?
- ◆ What happens if a person becomes ill or has an accident or there is an emergency?

#### **Safe Procedures for Working Alone**

CWA have put procedures in place to monitor lone workers to ensure that they remain safe. These may include:

- ◆ Methods of raising the alarm if pre-planned contact is not made by the lone worker.
- ◆ Checks that a lone worker has returned to their office or home on completion of a task.
- ◆ Procedures to ensure that lone workers are capable of responding correctly to emergencies. This may involve, for example, training in first aid.
- ◆ All lone workers should have access to adequate first aid facilities and mobile workers should carry a first aid kit suitable for treating minor injuries.

#### **Working Alone**

The HSE leaflet Working Alone in Safety should be given to all lone workers. However, staff can minimise the risks associated with working alone by taking a few common sense precautions:

- ◆ Review your working environment and take safety into account when arranging desks, cabinets, reception areas etc., for example don't have your back to the door.
- ◆ Report missing locks, faulty locks etc. Don't rely on someone else to do it.
- ◆ When working alone close windows, lock doors, ensure lighting is "normal" in corridors etc. If you work on the ground floor close blinds or put posters in the windows to avoid people looking in if there are no blinds.
- ◆ Always let someone know where you are going, when you will be back, timetable of visits and contact telephone numbers.
- ◆ Always carry a mobile phone and make sure it is easily accessible.